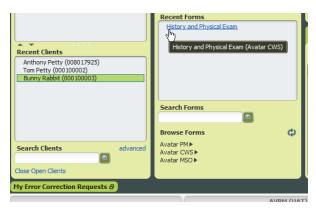




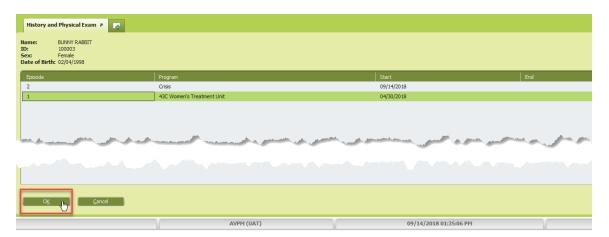
Deleting Forms Filed as Draft- use the steps below to delete a draft/final form filed in *Draft* status.

With the exception of the Individual and Crisis Progress Notes (which use different functionality to delete draft notes) follow the steps below to delete (as appropriate) a draft/final form filed in *Draft* status.

1. From the Home View, select the client and open the appropriate form.

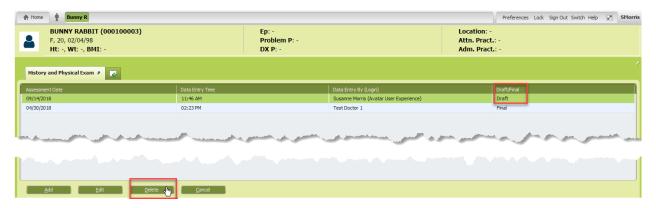


2. Select the appropriate episode in the episode pre-display and click OK.



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3. Select the appropriate draft form in the document pre-display and click Delete.



4. Acknowledge the pop-up.



5. Draft form is deleted from the chart.

